

ADVERTISEMENT FOR REQUEST FOR PSC/CONSTRUCTION MANAGEMENT SERVICES PROPOSALS

DEPARTMENT OF MANAGEMENT AND BUDGET
FACILITIES ADMINISTRATION

This form is required for the advertisement of PSC RFPs

TO: DESIGN & CONSTRUCTION DIVISION		DATE: November 24, 2008	
FROM:	PROJECT MANAGER Edgar E. Wilkins Jr.	DMB FILE NUMBER TBD	INDEX NUMBER(S) TBD
ADVERTISEMENT DATE(S) November 24 - December 3, 2008		PROPOSAL DUE DATE Thursday, December 18, 2008	

PROJECT NAME AND LOCATION (INCLUDE STREET ADDRESS)

Conversion/Renovation of Green Oaks Center
WJ Maxey Training School
8701 East M36
Whitmore Lake, Michigan 48189

WALK-THROUGH INSPECTION DATE, TIME, AND LOCATION

December 8, 2008 at 1:30 pm (local time)
Green Oaks Center
8701 East M 36
Whitmore Lake, Michigan 48198

X - MANDATORY

RFP REQUEST INFORMATION

For a firm to be considered, **four (4)** copies of the completed Proposal and current Certificate of Awardability, Certification Regarding Debarment, Suspension, and other Responsibility Matters form and Professional/Contractor Demographics, Statistics and Certification form be returned to Facilities Administration, Design and Construction Division, 1st Floor, Stevens T. Mason Building, 530 W. Allegan Street, Lansing, Michigan, 48933
Proposals are due no later than 2:00 PM local time on December 18, 2008.

DESCRIPTION OF WORK

Professional Construction Management Services to include effecting design modifications, assembling Contract Bidding Documents, taking Competitive Bids, entering into contracts for all Construction Phase Services, supervision of all Trade Construction Contractors during the performance of the Work, assuring efficient use of construction materials to provide quality construction at the lowest responsive and responsible cost in accordance with the Owner-furnished architectural and engineering design drawings and specifications. The scope includes renovation of the Green Oaks Center into a housing unit meeting the requirements of the Department of Corrections/American Correctional Association criteria for housing prisoners with mental health issues. **The facility must be Substantially Completed by April 1, 2009.**

All Professional Service Contractors submitting proposals must be certified by the Department of Civil Rights for compliance with State of Michigan Equal Employment Opportunity requirements prior to submission of proposals. The DCR phone number is (313) 456-3822. A copy of the CM's valid certificate of compliance or awardability shall be submitted with the proposal.

Date December 24, 2008 By: Edgar E. Wilkins Jr.
Approved: _____

CONSTRUCTION MANAGEMENT REQUEST FOR PROPOSAL

This form is used for requesting proposals from Construction Management firms
for state capital outlay projects. (Authority: 1984 PA 131)

Professional Services for Conversion/Renovation of Green Oaks Center

File No. TBD
Index No. TBD

Department of Corrections
W.J. Maxey Training School
Whitmore Lake, Michigan

PROPOSAL DUE DATE: Thursday, December 18, 2008, 2:00 p.m., Local Time

**MULTIPLIERS ABOVE 2.70 WILL NOT BE ALLOWED FOR AWARD OF FUTURE CONTRACTS BY THE
DEPARTMENT OF MANAGEMENT AND BUDGET, FACILITIES ADMINISTRATION, DESIGN AND CONSTRUCTION
DIVISION FOR CONSTRUCTION MANAGEMENT SERVICES**

ISSUING OFFICE

U.S. Mail Address

Department of Management & Budget
Facilities Administration
P.O. Box 30026
Lansing, MI 48909

Express Mail Address

Department of Management & Budget
Facilities Administration
530 W. Allegan Street
First Floor, Stevens T. Mason Building
Lansing, MI 48933

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Construction Management State Capital Outlay Projects
REQUEST FOR PROPOSAL
Part I - Technical Proposal
Part II – Cost Proposal

Construction Management Services for Conversion/Renovation of Green Oaks Center
File No. TBD
Index No. TBD
Department of Corrections
W.J. Maxey Training School
Whitmore Lake, Michigan

SECTION I GENERAL INFORMATION

I-1 Purpose

This Request for Proposal provides the prospective Construction Management firms, hereafter referred to as the professional, with information to enable preparation of a proposal for Construction Management Services to renovate the Green Oaks Center into a Department of Corrections Level V Housing Unit at the W.J. Maxey Training School in Whitmore Lake, Michigan. The service to be completed should encompass as a minimum the following phase(s) from the Department of Management and Budget's attached Sample Standard Contract for Construction Management Services – Owner Furnished Documents:

Phases

- A. Preconstruction
- B. Construction
- C. Authorized Reimbursements

I-2 Project/Program Statement

See attached project/program statement for more detailed information. The Construction Management firm, by submitting a Proposal to the department for evaluation during the selection process, ascertains that they can and will provide a **substantially completed project by April 1, 2009** based on the approved project/program statement. No increase in compensation fee to the design professional will be allowed unless there is a material change made to the scope of work of the project/program statement and the change to the project/program statement is approved, in writing, by Facilities Administration, Design and Construction Division.

I-3 Issuing Office

This Request for Proposal is issued by the Department of Management and Budget, hereafter referred to as the issuing Office. PROPOSALS SHALL BE RETURNED TO THE ISSUING OFFICE. The point of contact for this Request for Proposal is:

Edgar Wilkins, Jr., Project Director
Department of Management and Budget
Facilities Administration, Design and Construction Division
P.O. Box 30026
Lansing, MI 48909
Telephone Number: (517) 241-4499

I-4 Contract Award

Construction Managers are being requested to submit a proposal in two parts. These construction management firms will be evaluated based on their Technical Proposal - Part I, and Cost Proposal - Part II. Proposals will be evaluated based on the Technical Portion - Part I eighty percent (80%) and the Cost Proposal - Part II twenty percent (20%).

The Department of Management and Budget will offer a contract to the construction management firm that has been recommended by the Advisory Committee after their evaluation of the combined Parts I - Technical and Part II - Cost Proposals.

Contract award will be undertaken by the state through the Department of Management and Budget within fifteen (15) days following the due date of the proposal being submitted to the issuing office with the construction management firm whose proposal (Parts I and II) the Advisory Committee determines to be in the state's best interest.

Construction management firms awarded contracts by Facilities Administration, must be certified by the Michigan Department of Civil Rights for compliance with State of Michigan nondiscrimination requirements. If submittal is made by a Joint Venture, BOTH FIRMS must be certified. **Attach a copy of the Certificate of Awardability to the returned proposal, along with one completed, signed Professional Contractor Demographics, Statistics and Certification form; one completed, signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form.**

Due to recent processing improvements by the Department of Management & Budget (DMB) and the Department of Civil Rights (DCR) concerning Certificates of Awardability, consideration may be given to proposals received while final certification is still pending. In order to qualify for such consideration a professional who does not possess a Certificate of Awardability valid through the proposal due date must do each of the following:

- Notify MDCR in writing, by sending a facsimile (fax) to 313-456-3826 at least 3 business days prior to the proposal due date, that the professional has submitted a proposal contingent upon a pending Certificate of Awardability. Notice shall indicate for the proposal being submitted upon, the scheduled proposal due date, the name and phone number(s) of a contact person able to speak for the professional on the subject of awardability, and the date on which the professional's application for Certificate of Awardability was initially filed.
- Ensure that all information required on the application for Certificate of Awardability was provided to MDCR.
- The professional is responsible for securing all pertinent information from the Department of Civil Rights prior to submitting a proposal. Communications should be directed to:

Michigan Department of Civil Rights
Cadillac Place
3054 W. Grand Boulevard
Suite 3-600
Detroit, MI 48202
Telephone Number: (313) 456-3822 or 456-3700

I-5 Rejection of Proposals

The state reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposal.

I-6 Incurring Costs

The state is not liable for any cost incurred by the construction management firm prior to acceptance of a proposal and the award and execution of a contract and issuance of the state's contract order.

I-7 Mandatory Preproposal Meeting

A MANDATORY PREPROPOSAL MEETING will be conducted by the Issuing Office for this Request for Proposal at the Green Oaks Center, 8701 East M-36, Whitmore Lake, Michigan 48198 at 1:30 pm on December 8, 2008.

I-8 Economy of Preparation

Proposal should be prepared simply and economically, providing a straightforward, concise description of the professional's ability to meet the requirements of the Request for Proposal. **Fancy bindings, three-ring binders, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.**

I-9 Responsibilities of Prime Construction Management Service Contractor

The prime construction management firm will be required to assume responsibility for all professional services offered in their proposal whether or not they possess them within their organization. Further, the state will consider the professional to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The prime construction management firm shall possess a license to practice in the State of Michigan pursuant to Public Act 299 of 1980, Article 20.

I-10 Proposals

The construction management firm must submit a complete response to this Request for Proposal. Each proposal must be submitted in **four (4) copies** to the issuing office. No other distribution of proposals will be made by the construction management firm. Part I and Part II of the proposal should be submitted at the same time. To be considered, proposals must arrive at the issuing office **on or before 2:00 p.m., local time, on December 18, 2008**. Professionals mailing proposals should allow normal delivery time to ensure timely receipt of their proposals. Proposals received after this time will be returned unopened. The **outside envelope** should be clearly marked "**Green Oaks Conversion/Renovation.**" Proposal must be signed by an official authorized to bind the professional firm to its provisions. **NO FACSIMILES OR E-MAILS OF THE REQUEST FOR PROPOSAL WILL BE ACCEPTED.** **NOTE:** Parking is at a premium in the area of the Stevens T. Mason Building. Security measures may affect the delivery time of mail and packages sent via UPS, Fed Ex, and Airborne Express. Those hand-delivering their proposal should be prepared to present a pictured identification to the security guard on duty in the lobby of the Stevens T. Mason Building and allow extra time for their proposal to reach Facilities Administration. It remains the responsibility of the professional firm to submit request for proposals as specified. Please allow ample time to arrive at the office prior to the 2:00 p.m. deadline.

SECTION II PROPOSAL FORMAT - PART I - TECHNICAL

(Proposal must be submitted in the format outlined below):

II-1 Business Organization

State the full name and address of the organization and, if applicable, the branch office, consultants or other subordinate elements that will provide or assist in providing the service. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated. State whether you are licensed to operate and practice in the State of Michigan.

II-2 Statement of the Problem and Budget

State in concise terms your understanding of the problem and, in summary, your plan for accomplishing the project within the initial construction allocation. **The project must be substantially complete by April 1, 2008.**

II-3 Management Summary and Work Plan/Schedule

Describe in narrative form your plan for accomplishing the project. Describe clearly and concisely each task required to complete the project. Include a detailed PERT-type display, or similar time sequenced-related but undated schedule, showing each task and phase in your work plan.

II-4 Personnel Staff

The construction management firm must be able to staff a project team that possesses qualifications and all the expertise necessary to undertake the project. Include the full payroll signature names of all personnel by classification that will be employed in the scope of the work. Indicate which of these individuals you consider to be "Key Personnel" to the successful completion of the project. Identify "Key Personnel" by name and position/classification title. Resumes of qualifications for "Key Personnel" must be provided. No substitution of any "Key Personnel/Employee" will be made by the professional without the prior written consent of the department. Before any such substitution, the construction management firm shall submit to the department a detailed written justification for such substitution, supported by the construction management firm qualifications of any proposed replacement.

II-5 Organization Chart

Provide an organization chart outlining authority and communication lines for each "Key Personnel" and personnel staff.

SECTION III PROPOSAL FORMAT - PART II - COST

III-1 Instructions

Fill out the attached Costs Proposal Sheet and submit in a separate envelope from the Phase I Document.

III-2 Identification of Personnel and Estimated Compensation

III-2-A. Primary Construction Management/Consultant - Position Classification and Employee Wage Information

Utilizing a format similar to the attached Form III-2-A, identify the architectural and/or engineering discipline service being provided and the primary professional/consultant's technical employee(s) names and position classifications for the project and their current hourly direct payroll rates and hourly billing rates at the beginning of the project. Also, provide the technical employee(s) anticipated hourly direct payroll rates and hourly billing rates at the end of the project based on the construction management firm's estimated schedule duration. This range of current and anticipated hourly billing rates shall reflect the actual costs currently being paid to all the primary construction management firm /consultant's technical employees professional services within their specified position classification, and shall include any anticipated pay increases over the life of the construction management firm /consultant's estimated contract schedule.

III-2-B. Utilizing a format similar to that shown in III-2-B, identify for each phase/task the estimated hours for each employee and include the direct payroll rate for the employee. Please note that employees of a separate professional firm or consultant, if proposed, should also be included and noted.

III-2-C. Utilizing a format similar to that shown in III-2-C, identify the phase number, firm name, address, description of the professional services to be provided and the total amount of all authorized direct expenses of a reimbursable nature.

III-2-D. Fill out Form III 2D and Sign

III-2-A.

**CONSTRUCTION MANAGER/CONSULTANT
Position/Classification and Employee Wage Information**

Firm Name _____**Discipline Services Provided** _____

Position/Classification	Employee(s) Name	Billing Rate \$From - To \$
Principal/Project Manager**	Robert J. Hafel	92.50 - 101.75
Senior Architect	Donald E. McReynolds	72.50 - 79.75
Civil Engineer**	Ruby D. Riley	65.00 - 71.50
Structural Engineer**	Charles D. Gibson	82.50 - 90.75
Mechanical Engineer**	William D. Murphy	72.50 - 79.75
Senior Structural Engineer	Robert L. Hunter	75.00 - 82.50
Electrical Engineer	Carolyn M. Phillips	47.50 - 52.25
Draftsperson	As Selected	42.50 - 46.75
Quality Control/Assurance	William King	62.50 - 68.75
CADD Operator	Arnold T. Ross	32.50 - 35.75

The Billing Rate pay range shall reflect actual cost currently paid to all employees within their specified position/ classification, and shall include any anticipated pay increases over the life of the contract.

**Key Project Personnel

III-2-B. Billing Rate Payroll Format**Phase – Preconstruction Services and Construction Services**

EMPLOYEES NAME	POSITION/ CLASSIFICATION	HOURS FOR TASK ITEMS				TOTAL HOURS	BILLING RATE PAYROLL RATES \$	TOTAL AMOUNT \$
		401	403	404	410			
Robert J. Hafel	Principal/Proj Mgr	12	8	2	8	30	37.00	3,174.60
Donald McReynolds	Senior Architect	1				1	29.00	82.94
Ruby D. Riley	Civil Engineer	1	8			9	26.00	669.24
Charles D. Gibson	Structural Engineer			8		8	33.00	754.04
William D. Murphy	Mech. Engineer.					0	29.00	0.00
Robert L. Hunter	Sr. Struct. Eng.					0	30.00	0.00
Carolyn M. Phillips	Electrical Engineer	6	8		8	22	19.00	1,195.48
As Selected	Draftsperson					0	17.00	0.00
William King	Quality Control					0	25.00	0.00
Arnold T. Ross	CAD Operator	2				2	13.00	74.36
SUBTOTAL		22	24	10	16	72		\$5,951.66

III-2C. Authorized Reimbursable Services/Testing and \$ Expenses

See Article 4 "Reimbursement" of the Contract for definitions of what is covered under this section.

NAME OF FIRM	DESCRIPTION OF SERVICES PROVIDED	TOTAL \$ AMOUNT
XYZ Productions, Inc. Lansing, Michigan	Printing and reproduction of final design bidding documents, drawings, and Specifications	10,000.00
SUBTOTAL		\$10,000.00

III-2D**PROPOSAL/ BID FORM** (Proposals must be submitted on the form outlined below):**PHASE****COMPENSATION NOT TO EXCEED**

Preconstruction Phase

Billing Rate Payroll/ Management Services

\$ _____

Construction Phase

Billing Rate Payroll/ Management Services

\$ _____

Authorized Reimbursements

\$ _____

Document Reproduction

\$ _____

Trade Construction Contractor Allocation

\$ _____

TOTAL CONTRACT AMOUNT*

\$ _____

Total Bid

_____ Dollars and No/Cents \$ _____
(use words) (in figures)

Name of Bidder _____ Agency No. 078 Index no. _____

DMB File No. 472/ _____ EEW

Date: _____

Federal Identification No. _____

Telephone No. _____

Authorized Signature_____
DATE

**File NO.: 472/xxxxx.EEW
Index No.: 5xxxx
Department of Corrections
Green Oaks Center Conversion/Renovations
WJ Maxey Training School
Whitmore Lake, Michigan**

SCOPE OF WORK

Professional Construction Management Services to include effecting design modifications, assembling Contract Bidding Documents, taking Competitive Bids, entering into contracts for all Construction Phase Services, supervision of all Trade Construction Contractors during the performance of the Work, assuring efficient use of construction materials to provide quality construction at the lowest responsive and responsible cost in accordance with the Owner-furnished architectural and engineering design drawings and specifications. The scope includes renovation of the Green Oaks Center into a housing unit meeting the requirements of the Department of Corrections/American Correctional Association criteria for housing prisoners with mental health issues.

PROJECT STATEMENT

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 Facilities Administration
 First Floor, Stevens T. Mason Building
 P.O. Box 30026
 Lansing, Michigan 48909

FILE NUMBER 472/xxxxx.EEW	INDEX NUMBER 5xxxx	COMPTROLLER OBJECT	APPROVAL DATE November 25, 2008
DEPARTMENT Department of Corrections			
AGENCY DOC Physical Plant Division			
ADDRESS 8701 South M-36, Whitmore Lake, Michigan			
AGENCY CONTACT Dave Flack			TELEPHONE NUMBER (517) 373-4569
DEPARTMENT OF MANAGEMENT AND BUDGET PROJECT DIRECTOR Edgar E. Wilkins Jr.			TELEPHONE NUMBER (517) 241- 4499

PROJECT DESCRIPTION

Professional Construction Management Services to include effecting design modifications, assembling Contract Bidding Documents, taking Competitive Bids, entering into contracts for all Construction Phase Services, supervision of all Trade Construction Contractors during the performance of the Work, assuring efficient use of construction materials to provide quality construction at the lowest responsive and responsible cost in accordance with the Owner-furnished architectural and engineering design drawings and specifications. The scope includes renovation of the Green Oaks Center into a housing unit meeting the requirements of the Department of Corrections/American Correctional Association criteria for housing prisoners with mental health issues.

SPECIAL WORKING CONDITIONS

Construction management delivery process.

DESIRED SCHEDULE OF WORK

Immediate start on the Construction. All work to be Substantially Completed by April 1, 2009.

LOCATION OF WORK AREAS

Green Oaks Center, WJ Maxey Training School, Whitmore Lake, Michigan

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, DNR, and DPH), and any other local regulations and standards that may apply.